

EXECUTIVE SECRETARY

DEFINITION

As an at-will position, to perform responsible and confidential administrative and secretarial duties for the City Council, City Manager or City Attorney; to provide administrative support to assigned projects or programs; and to provide information and respond to questions from the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Council, City Manager or City Attorney as assigned.

May exercise direct supervision over assigned clerical and secretarial staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the City Council, City Manager or City Attorney's office.

Represent the City to the public, businesses, Council members and other agencies at the request of the City Council, City Manager or City Attorney.

Coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations.

Plan, coordinate, and implement City Council special events and meetings; ensure quality representation of City activities and Council members.

Review and summarize miscellaneous reports and documents; prepare background documents as necessary.

Research and analyze routine administrative projects for the City Council, City Manager or City Attorney; prepare first draft reports on routine administrative matters.

May supervise assigned staff; plan, prioritize, assign, and review the work of staff involved in providing administrative support; conduct employee evaluations.

Receive and distribute incoming mail; review and evaluate mail to identify those items requiring priority attention of the City Council, City Manager or City Attorney.

Provide follow up to assignments given management staff by the City Council, City Manager or City Attorney; provide status reports to the City Council, City Manager or City Attorney.

Receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.

Independently respond to letters and general correspondence of a routine nature.

Make travel arrangements for the City Council, City Manager or City Attorney; maintain appointment schedules and calendars; arrange meetings and conferences.

Provide secretarial/clerical support for assigned task forces, commissions, and boards.

Act as department front-line representative who provides information and assists the public.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization, procedures and operating details of a City Council, City Manager or City Attorney's office.

Principles and practices of routine analytical research.

Principles and practices of office management.

Principles and practices of supervision and performance assessment.

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, computer equipment, and computer software.

Pertinent City functions, policies, rules and regulations.

Principles and methods of business letter and report writing.

Ability to:

Intermittently review documents related to department operations; observe, identify and problem solve office systems and procedures; understand, interpret and explain department and City policies and procedures; explain and problem solve office issues for the public and with staff.

Prioritize and coordinate tasks and events in a highly sensitive environment.

Independently perform a variety of sensitive secretarial and administrative tasks.

Supervise, train and evaluate assigned office staff.

Research and prepare correspondence and reports.

Interpret and explain pertinent laws and rules.

Understand, organize, index and reference a wide variety of administrative information and records.

Analyze situations carefully, recommend solutions, adopt effective courses of action.

Employ good judgment and make sound decisions in accordance with established procedures and policies.

Type at a speed of 60 Net Words Per Minute.

Take and transcribe dictation or transcribe from machine recordings at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible secretarial experience including administrative support work for management personnel.

Training:

Equivalent to the completion of the twelfth grade preferably supplemented by college course work in office management, general business or a related field.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; may lift light weight.